

STRATEGIC PLAN SUMMARY

The Yarmouth Historical Society's most recent institutional planning process began with a meeting in April 2000, when key stakeholders in the Historical Society (trustees, staff, volunteers, members, and friends) were invited to discuss a new mission statement (a consultant was used in this phase, and later to assist with consensus-building). A committee of trustees, members, and staff then convened to envision the future of our museum. Building from this step, committee members were joined by additional community residents and Historical Society members to develop goals and tasks that would help us reach that vision. The group was divided into five subcommittees (facility, collections, community relations, fiscal resources, and governance). Committee work took much of 2001 and 2002. The collections subcommittee was guided by the Conservation Assessment conducted by conservator Ron Harvey (see Executive Summary of this Assessment in the Attachments).

The vision statement supporting the plan is as follows:

Our vision of what the Yarmouth Historical Society might look like in ten years is guided by our Mission Statement: that the Society is dedicated to collecting, preserving, and educating the public about the history of the town of Yarmouth and the area of old North Yarmouth. To fulfill our mission, we envision a well-run organization committed to preserving the history of our community for future generations. We are committed to educating a variety of audiences, providing activities and experiences that are grounded in scholarship. Our collections should reflect the breadth and depth of life in this area, from the earliest inhabitants to those living today. Our collections should be preserved in the best possible condition, and they should be well documented to facilitate research. The Yarmouth Historical Society should be an integral part of life in the community, and people should be proud of the richness and diversity of this area's history.

Each subcommittee developed goals and tasks, and proposed staff/board responsibilities and possible funding sources. The Executive Committee and Director compiled the subcommittee reports and this report was submitted to the Board and approved in September 2002. The highlights of report were presented to the membership on October 20, 2002.

The Executive Committee is responsible for supervising the progress and implementation of the plan and has set a schedule by which the plan will be reviewed annually.

The following is a brief summary of the goals of the Long Range Plan (the complete document is included in the **Attachments**):

Goal One. Organize the Yarmouth Historical Society with effective leadership to make the vision become the reality.

Tasks include defining responsibilities for staff, board, and committees, revising the by-laws, updating board policies, and creating a timetable for achieving professional accreditation.

Goal Two. Plan, occupy and maintain a facility that meets the needs of the Historical Society.

Tasks include utilizing the current space to meet the Society's needs, identify existing space needs and define future needs; and plan, acquire and occupy space appropriate to Historical Society needs.

Goal Three. Connect with the community through educational activities and develop relationships with diverse audiences.

Tasks include continuing and increasing current public and educational programming; creating a "permanent" interpretive exhibition about the history of the town for the recurring use of school groups, tourists, and new residents, while continuing and expanding the current program of interpretive exhibitions both in our gallery and in the community; continue and increase publications; and increase public relations activities.

Goal Four. Collect and preserve a broad range of artifacts, photographs and documents in the most professional manner possible.

Three major tasks were stipulated in the plan, with several subtasks under each

1. To have a broad, well-balanced collection

Subtasks include knowing what we have in the collection, setting collecting priorities, and creating and implementing a collecting plan

2. To care for the collection in the most professional manner possible

Subtasks include setting conservation priorities, creating and implementing a conservation plan, and improving facilities for better collection care

3. To improve access to the collection

Subtasks include hiring appropriate curatorial staff, improving collections documentation, and improving public access to collections.

Goal Five. Develop fiscal resources to support our mission and activities responsibly.

Tasks include meeting annual operating needs, developing strategies for planned major expenditures, and developing a program to encourage gifting and estate planning.

Board committees (consisting of Board members and community residents) are currently working with staff to implement the plan. The Board and staff have already accomplished some proposed tasks, including:

- revised by-laws to reflect new organizational needs - 2002
- revised personnel policies - 2002
- revised board committee and staff responsibilities - 2003
- developed space recommendations for improved collections, program, public, and administrative areas for a future facility - 2001
- recommended appropriate sites for new museum location - 2002-2003
- staff handbooks prepared - 2004
- begin publishing and distributing annual report to members and community - 2001
- began sponsoring public programs by collaborating with new community partners
- completed several grants to improve collections storage and accessioning - 2000-2003
- re-started the oral history collection project
- created two new promotional pieces: a 4-color rack card and a membership brochure
- expanded local marketing with in-town directional signage and statewide by joining the state tourism association (and distributing new promotional card through visitors centers) - 2002
- started reading and discussion group - 2001
- developed initial web presence through town's web site - 2002
- heirloom appraisal event televised - 2002 & 2003
- prepared and distributed collections research policy and brochure - 2003
- special collections open house - 2003
- prepared and distributed planned giving brochure - 2003

NARRATIVE

1. Project Design

The goal for this project is to improve collections documentation and access for the approximately 3,000 artifacts in the Yarmouth Historical Society's collection. Activities will include conducting a shelf-by-shelf inventory of our complete object collection, reviewing collection records for accuracy and completeness, and entering the information into collections management software to create the organization's first computerized cataloging system for objects.

To accomplish this project, two additional temporary staff will be hired, two consultants will be used, and our core staff and volunteers will be supplemented with new volunteers. A part-time temporary registrar will be hired for 11 months to conduct the inventory of objects in storage and on exhibition, assign appropriate nomenclature terms for each item, and review existing collection records for proper cataloging information prior to data entry. A temporary part-time data entry person will be hired to enter all of the essential cataloging information into the computer. One consultant will be hired to review a collection of objects that fall into the categories of "Tools and Equipment" in The Revised Nomenclature for Museum Cataloging to help us determine the appropriate object terms, classifications, approximate dates, and any other available information. A second consultant will assist in the selection and installation of a new computer and software. Additional volunteers will be sought for this project, thereby increasing community involvement.

A team of project registrar, data entry person, and volunteers represents the most effective approach for this project. The Director/Curator, with the most thorough knowledge of the collections, will plan and supervise all work. A trained registrar who can focus complete attention on the collections, collections records, appropriate terminology, and computerization, and become consistent in the use of nomenclature and other standard terminology will be the most effective person to review collections and their records. A paid data entry position will insure the accurate and efficient migration from a paper-based collection records system to a computerized version of existing and new records. Volunteers will assist with the inventory and review of collections, data entry, scanning of about 300 existing photographs of collection materials, and photographing additional objects with a digital camera.

At the beginning of the project, new computer hardware with increased storage capacity and greater processing speed will be purchased and installed by the computer consultant and the Director. The registrar and data entry person will be hired, and the Director and registrar will get acquainted with PastPerfect software (about three weeks) and will establish procedures to guide the project in general and data entry process in particular, including developing a manual of consistent terms, and developing or modifying necessary forms. The registrar will then begin the inventory. Each week, with the assistance of a volunteer scribe, the registrar will review a section of the collection, and then review the collections records for those objects, adding nomenclature terms, and making sure that cataloging information is in each collection record. After several weeks of this process, the data entry person will start work, be trained on the software, and begin entering data. The registrar will work with the data entry person to make sure that the information is being entered correctly, and the Director/Curator will make quality control checks periodically.

Throughout this phase, the Director/Curator and registrar will select certain objects to be digitally photographed, based on the following criteria: established provenance, historical significance, and monetary value. About one-tenth of the objects will be digitally photographed, and existing photographs for another one-tenth of the objects will be scanned (this photography is what we believe can be reasonably accomplished within the grant period). Our public relations coordinator will select, purchase, and learn how to use the

digital camera, and train volunteers and staff in the use of the camera and the scanner. As the project proceeds, she will periodically monitor the quality of the images produced, and insure proper image storage. Thumbnail images of the photographed and scanned objects will be attached to their object records in PastPerfect.

The new collections computer will allow an older computer to become our first public access computer. After project completion, a copy of the new database (with certain restrictions) will be installed (a slight upgrade in RAM is necessary), and the public will be able to access it in our research/office space. This availability will be publicized through the Historical Society's page on the Town's web site, newsletters and press releases, membership and other local communication, and through Maine State Archives and Maine Historical Society.

In addition, the current research assistant will spend approximately four weeks on the project helping to complete object worksheets and conducting background research on key historical topics, important families, donors and other areas relevant to complete object documentation.

Completion of this project will provide the important technological capabilities to efficiently execute many of the next steps in our strategic plan. Internally, access to the data and reports PastPerfect can generate will help us as we develop a conservation plan and a collecting plan. The search capability of PastPerfect will assist us in finding relevant object information efficiently that is essentially hidden from us in the current paper records. Object records with digitized images will aid exhibition and conservation planning, historical research, and collecting goals. The essential cross-references that PastPerfect will provide will help us to conduct research on our community's history, both as background for essential community programming, and for the more than 200 outside researchers who consult-us each year. All of the programming that the Historical Society currently presents, and plans to present in the future, including historical exhibitions, an annual calendar featuring historical photographs and artifacts, school and public programs, and other publications, will ultimately benefit by the improved collections management, research capabilities, and public access the technology will provide.

2. Grant Program Goals -- "Sustaining Cultural Heritage"

The Yarmouth Historical Society is the only repository in the town of Yarmouth that collects artifacts related to the entire Town's history. Our collections reflect all aspects of community life, including the social, economic, religious, educational, artistic, military, and organizational history of the Town of Yarmouth and the area of ancient North Yarmouth (as the town was known prior to 1849). While the documentary collections contain much of this history, the object collections and their records also contain crucial pieces of our history, including information about 'early Native American artifacts. Much of the object information is currently difficult to access in paper-based files, and very time-consuming to search.

This project, an inventory of three-dimensional objects and computerization of object collections records, directly addresses the collections care and management aspect of the Sustaining Cultural Heritage goal. As a result of the inventory and records review phase, a variety of information about an object will be compiled (such as ownership, user, manufacturer, and genealogical or biographical information), and the computerization of this information in PastPerfect will allow for efficient searches for object data. Improved access to this historical information will facilitate research that supports exhibition planning, publications and programs. Thorough object information accessed via the new collections management database will also facilitate the development of and improve the accuracy of two important long range plan activities: a permanent, chronological exhibition of town history and expanded public and school based education programs. Collections reports that are currently time-consuming or impossible to compile will be generated easily on the new software, making the development of such essential collections management and planning

activities as a conservation plan and a collecting plan much easier and more efficient.

3. How the Project Fits into Strategic Plan and Mission

The project of inventorying our object collections and computerizing collection records is important to help the Yarmouth Historical Society carry out its **Mission** of collecting and preserving the history of the Town of Yarmouth and ancient North Yarmouth, and educating the public. The project is essential to the Historical Society's **Long Range Plan Goals 3 and 4** and will provide the foundation for many of our future activities.

The Historical Society has ambitious plans for the future, and this project will significantly improve the capacity of our organization to meet these goals. As our collection has grown, using existing paper-based records has become a time-consuming way for our small staff to access the collection information while developing exhibitions and interpretive materials, answering hundreds of research inquiries each year, and assessing collection needs. With a complete inventory of objects, digital images of important artifacts, and the database's search abilities, historical information about the objects, their use, makers and manufacture, ownership, and their Yarmouth connections, will become vastly more accessible. Exhibition planning and research assistance will be based on more thorough collections and object information. The inventory and computerization of collections records will make all these activities more efficient, and will further our organization's capacity to improve operations and work toward professional accreditation from the American Association of Museums.

The object collections were last inventoried between 1990 and 1993 when grant funds supported part-time staff to review original collections records from the organization's first 30 years, match objects to paper records, and mark the objects with accession numbers. Paper files for collections were generated, and since then new acquisitions have been marked and collections records generated. In the last ten years, the demand to know more about the growing collections has increased, while staff time for collections management activities has not kept pace.

The first of the three collections goals in the Long Range Plan is "to have a broad, well-balanced collection" reflecting Yarmouth's long and diverse past. To accomplish this, we need to be able to sort information about the current collections to know what we have, set collection priorities to specify what we want and what we do not want, and then create a collecting plan. Creating the collecting plan will have a long-term impact on the future of the exhibition and programming activities of the organization, and for this objective to be accomplished efficiently, the collections must be inventoried and computerized so that the information is accessible, sortable and usable.

The second collections goal in the Long Range Plan is "to care for the collection in the most professional manner possible." In addition to computerization of collections records being cited in the April 2000 Conservation Assessment as a short-term priority for collections care, it is clear that many of the database reports will assist us in setting conservation priorities, thereby guiding future funding proposals and helping us to improve the physical care for these collections.

Finally, the third collection-related objective in the long-range plan is "to improve access to the collection." The computerized database of collections information will permit more complete and timely access to the historical information for public research, and for Historical Society research for exhibitions, educational programs, and publications. This project's inventory, review and completion of existing records, and documentation of any uncataloged objects that might be found, will directly address the subtask of improving collections documentation.

Our strategic plan's program-related goals also specify activities that make it essential that the collections information be adequately documented and computerized. The major goal of "connecting with the community" through exhibitions, programs, web-based and print publications, and school-related materials requires a thorough knowledge of the collections and access to this historical information. For example, one important task is to "create professional exhibitions that engage and educate the public about Yarmouth history." As part of this, we plan to develop a permanent Yarmouth history overview exhibition and increase the temporary interpretive exhibitions. The capabilities of collections software such as PastPerfect for exhibition development and efficient label writing, research for improved historical content for all programming, and easy quantification of the collections make computerization a crucial step in the improvement of exhibitions and programs, particularly for our small staff.

In terms of the long term impact of the project, we have begun planning for a new facility for 5-10 years from now (see **Goal 2 under Strategic Plan Summary**). To better serve our current audience of schoolchildren, residents, and tourists, current plans include a permanent exhibition space of about 3,000 square feet and two temporary galleries of about 1,000 square feet each (compared to our current 1,500 square feet of exhibition space). Accessible information about our object collections is essential for us to carry out detailed space planning, and to design exhibitions and programs prior to our eventual relocation.

4. Strategic Plan: Process and Financial Resources

The Yarmouth Historical Society's most recent Long Range Planning process started in 1999 after we received a complicated bequest (see **History**), which resulted in nearly \$1 million added to our existing modest endowment. Over the previous 10 years, the organization had grown slowly, building incrementally on earlier plans and successful projects. The infusion of additional funds allowed us to hire consultants to help us envision the next step in the organization's growth.

The ensuing planning process took several years and involved about 95 people, including board members, all staff members (1 full-time, 4 part-time then, now 2 full-time, 2 part-time), and community residents in all parts of the process, including representatives from the Village Improvement Society, the Chamber of Commerce, and Yarmouth Arts. After agreeing on a new mission statement, and creating a vision statement, the original Board-based planning committee split into larger sub-committees that invited in more members of the community to discuss in greater detail each section of the plan - facility, programming, collections, administration, and finance. (See **Strategic Plan Summary** for more information.) The attached Long Range Plan was approved by the membership at the 2002 Annual Meeting, and will be updated annually by the Board and staff.

The participating community residents and Historical Society members expressed the desire that our collections continue to grow, and that we make the collections more accessible to the public. There was also community need and interest expressed at this time for additional performance, exhibition, and meeting spaces. Collaborative programming was suggested as a way to reach new audiences, and work with groups with similar goals. The Historical Society Goal 2 and Goal 3 (see **Strategic Plan Summary**) reflect many of these community needs, and the organization's current committees continue to implement programs of interest to the community.

The long range planning process identified community building and development as the areas that needed the most strengthening, and the additional interest from the newly increased endowment allowed us to fund a second full-time staff person to help build future capacity and improve our financial stability. The Development Committee is currently creating a development plan, looking at ways to continually increase membership and the annual fund, and growing new sources of public and private support.

The organization is fortunate to now have a substantial endowment, and to have consistent levels of operating support from other sources, including the Town of Yarmouth, individual members, and the business community. The endowment is supervised by the Investment Advisory Committee, which recommends policy to the full Board. Both endowment and operating budget are managed conservatively, with only interest used to supplement the operating budget. Any interest not needed to cover operating costs stays in the endowment.

5. Appropriateness of Project for Institution, Audience

The town of old North Yarmouth was incorporated in 1680 as the 8th town incorporated in the Province of Maine, and the original town church was located in what is now the coastal community of Yarmouth. Over the years five towns split off from ancient North Yarmouth, leaving the current Town of Yarmouth with approximately 1,500 residents in 1849. For the next 100 years, as the citizens moved from wooden shipbuilding to paper mill work, the population remained about the same. Following World War II, the suburban population around Portland began to grow rapidly and today the Town of Yarmouth has about 8,000 residents.

Yarmouth citizens have supported the Yarmouth Historical Society for 40 years by providing a rent-free home for our organization, and for many of those years with a significant town grant as well. During this time, the demographics of the town have shifted, with an influx of younger families with higher incomes than many of the Town's original families. All town citizens have high expectations of their public services, and they have come to expect prompt and efficient service from their museum as well. The Historical Society is committed to preserving all aspects of the town's heritage and sharing it with both new and established residents. Completion of this project will allow the Yarmouth Historical Society to respond to collection inquiries in the most timely and efficient manner possible.

In developing both this project and the long range plan, the Yarmouth Historical Society considered four different levels of audiences. The most general audience includes area residents, including school children, who have the opportunity to take advantage of Historical Society services on a regular basis. A second level of audience is made up of tourists and visitors who may live out-of-state. Many of these out-of-state visitors are descendants of some of ancient North Yarmouth's earliest settlers, and want to access Yarmouth Historical Society collection records for research purposes. A third audience is the several hundred people each year who inquire in person, over the phone or by mail, about Yarmouth history for genealogical and many other purposes. The last audience is collection donors who will especially benefit from this project as they learn that our capacity to track their contributions and communicate with them has noticeably improved. Most of these audiences were represented in the long-range planning process, and we communicate daily with visiting researchers, gallery visitors, and local donors to learn their needs and interests.

The collections inventory, database, and digital imaging activities of this project will meet the needs of our audiences by permitting access to more detailed and timely information to answer particular questions, prepare better educational materials, improve design and interpretation in exhibitions, and conduct new research on collections material. The PastPerfect software will also help streamline exhibition labeling and will make virtual exhibits relatively simple. The general public, researchers, and Historical Society members will benefit, therefore, from improved museum functions and from searchable access to the collections information. Historical Society members have long stated collections care as a top concern, and the long-range plan reflects this. Members and donors in particular (and the public in the long run) will benefit from conservation planning and related projects that will be outgrowths of this inventory project. We will be more efficient in responding to donor inquiries about their gifts, and in deeds of gifts, correspondence, and acknowledgements. The Historical Society can also begin to prepare a comprehensive collecting plan,

and will find many other uses for this newly available information.

6. Project Resources: Time and Budget

This organization and its director have successfully completed about 30 grant-funded projects over the last 18 years, including collections care and management projects, and are well experienced in designing and completing successful projects. Financial management is sound due to a very active Board, Executive Committee, and Treasurer. They provide regular oversight of the budget throughout the year. All checks are written by a paid bookkeeper, approved by the director, and signed by the Treasurer or President. All financial records are reviewed by a CPA annually.

The Historical Society is providing administrative, curatorial, photographic, and research staff and office resources as part of the grant's match requirements. In the collections storage area, a desk and computer stand will be dedicated to this project, and sufficient workspace and equipment for the two additional part-time staff. A large photocopier, two scanners (one will be dedicated to this project), and other office equipment and supplies are available in the fully-equipped office nearby, and will be available to the project. The inventory activities will not interfere with ongoing museum operations, and will lead to improved organization of the objects.

Hiring the most experienced individuals to conduct this project means that the project will be conducted as effectively and efficiently as possible. The duration of the project and time estimates for inventorying and reviewing collections files for individual objects were based on the past experience of the consultants and the Maine State Museum. Time estimates for photograph digitization activities were based on our own experience and consultation with Maine Historical Society staff. The software comes highly recommended by several Maine museums and is reasonably priced (as AASLH members, we will receive a discount). At this point, given our physical layout, we intend to purchase just one copy of the program. The proposed digital camera, also reasonably priced for the quality, was selected based on recommendations from the Maine Historical Society Maine Memory Network staff, on-line reviews, and hands-on inspection.

7. Project Resources: Personnel and Technology

Project Director Marilyn Hinkley is the Historical Society's director and curator. Hinkley has a Master's Degree in History Museum Studies from the Cooperstown Graduate Program in History Museum Studies, and more than 20 years experience in curatorial and administrative work at historical organizations. She has directed many grant-funded projects, supervised collections and other staff, hiring, and other activities related to administering this grant. She is also the person most familiar with the collections, is responsible for exhibition design and installation, assists volunteer(s) in developing educational programs, and assists Board committees with public programs. While the Director/Curator's daily responsibilities would preclude the time needed to conduct the inventory and data entry, it is within the scope of her job and her abilities to supervise others doing this work, and advise them as necessary.

Our public relations and development coordinator, Mary Ellen Barnes, has 30 years of experience with cameras, and attended a digitization workshop sponsored by the Maine Historical Society's Maine Memory Network. In addition to doing grant-related publicity and development, she will train volunteers and staff on the digital camera and scanning and oversee image storage.

Other permanent staff who will contribute to this project include our bookkeeper who maintains all of our financial records, and our research assistant, who will help to complete object worksheets and conduct

background research as needed. Both employees have several years experience in these positions at the Yarmouth Historical Society.

New staff to be hired will be a temporary project registrar and data entry person. For the project registrar we will seek an individual with museum collections experience. S/he will be responsible for conducting the inventory, reviewing collections records for completeness, and supervising the data entry person. The data entry person will need to be an experienced keyboarder, but will not be required to have previous museum experience.

The database and digital camera clearly address our **Strategic Plan Goal 4** on collections and **Goal 3** on community. We have selected PastPerfect software, which is the most comprehensive and cost-effective program available for our museum size. The new computer will be able to handle both records and images for our growing collections. A digital camera will help in collections documentation, in making objects more accessible to the public (without handling them), and will facilitate exhibition development around these items.

Consultants have been included for technology improvements and collections identification. The computer consultant will assist with software installation and technology upgrades. He set up our current computer system and network, and is the most qualified person to address any computer improvements. In one category of our collections-tools-we will need specialized assistance to be able to assign appropriate nomenclature terms.

We feel this project is the best approach to these collections needs as it combines existing Historical Society resources (collection records, space, and staff) with temporary project staff and new computer capabilities (appropriate database, expanded memory, and camera). Hiring temporary skilled staff with direction and supervision by the Director/Curator is essential, given the Director/Curator's knowledge and expertise, and her other collections, program, research, and administrative responsibilities. PastPerfect is a very versatile museum software program, and a digital camera certainly will expand the accessibility of collections information. (See **Budget Justification** for additional information).

Budget Justification

Salaries and Wages (permanent staff)

All costs of permanent staff for this project will be paid by the applicant. Costs were based on number of estimated hours needed for the project multiplied by the actual hourly rate of the salaried or hourly employee. The number of hours was based on the number of hours per staff member needed to complete their portion of the project. Activities for the Director/Curator include administrative work such as advertising and hiring, hiring consultants, purchasing and learning software, assisting registrar in setting up procedural manual, and supervising all staff throughout the project. Activities for the public relations coordinator include public relations and development activities related to the project, digital camera purchasing, training on digital camera and scanning, image storage and project evaluation. A limited time has been included for additional duties for the bookkeeper, and for the research assistant who will work on object worksheets and related research projects.

Current volunteers (some of whom have more than 17 years experience with the Historical Society's collection) will be supplemented by new volunteers. All volunteers will be directly supervised by staff.

Salaries and Wages (temporary staff)

The time estimated for the project registrar and data entry employee are based on time estimates suggested by colleagues who have completed similar projects (Maine State Museum and advice from NEMA conference sessions), as well as a trial run shelf inventory to determine project needs. We estimate that 32 hours will be sufficient for the registrar to work with a volunteer to conduct a partial inventory, and then review related records and prepare for the data entry person. We estimate that it will take the registrar about 10 months to review collections and records in this way. Volunteers will work about 3 hours per week with the registrar on the shelf inventories and filing. The data entry work will go faster than the registrar's inventory and records review, so we have scheduled that person to start later in the project and to work less hours per week. Recent history at our own organization and a review of the region suggests that the hourly rate for the project employees is sufficient.

Fringe Benefits

Fringe benefits are based on the actual percentage paid by the museum on the employee's behalf. Both salaried employees receive health insurance, and the director receives an additional retirement benefit. Social security and worker's comp insurance is paid for all employees. In this project, fringe benefits for permanent staff will be paid by the applicant; fringe benefits paid for temporary staff will be paid by IMLS.

Consultant Fees

The object consultant has agreed to a daily rate of \$250, which is an acceptable rate in this area. The time estimated is based on an estimate of the number of artifacts in our tool collection, and a suggested rate used by the Maine State Museum in a recent collections inventory project. Tool consultant Harold "Skip" Brack will help us identify and date tools, provide nomenclature, and evaluate the quality of the collections. He has been involved in antique tools for over 30 years, currently runs three antique tool businesses, and founded the Davistown Museum in Maine in 1999. The museum, with its collections, education programs, and web information functions as a clearinghouse of information on New England Tools. Mr. Brack was recommended by a state agency, the Cultural Resources Information Center.

Computer consultant Whit Ford set up the Historical Society's computer system, including the software and network. He is the best person to select and install the new computer and the PastPerfect software. He has over 25 years of computer experience, and has agreed to work on this project. The computer consultant's standard rate is \$40 per hour, and he estimates that three hours will be sufficient for the job. We have also discussed installation requirements with other Maine museums, and feel this time is adequate for the project.

Travel

Subsistence costs are based on the needs of the consultant and on meal and hotel costs appropriate to the area. The mileage rate of .36 per mile is the federally approved mileage rate for 2003.

Materials, Supplies and Equipment

The cost for PastPerfect software is based on the member price for members of the American Association for State and Local History. The fee covers the cost of Basic Package Version 3.5 (\$636), the Digital Imaging Module (\$296), Virtual Exhibit (\$300), Scatter Gather (\$79.20), Manual (\$16), shipping (\$5) and one year of Technical Support (\$239.20). The selection of this software and these modules was based on detailed discussions with 5 other Maine museums who are currently using the software, our trial with a demonstration version, and a demonstration by Maine Historical Society staff. The Digital Imaging Module is required to add photographs to the database, and Virtual Exhibit will allow web page development. Scatter Gather helps add collections information that might exist on other computers, and PastPerfect's technical support received excellent reviews from our museum contacts.

Based on system requirements for PastPerfect, and conversation with the computer consultant, we have determined that a new computer will be necessary for processing and storage capacity. The price listed (\$1,100) is for a Dell Dimension 4600 computer, which includes 2.60 ghz, Intel Pentium 4, 512 mb RAM, 17" monitor, Windows XP Professional, CD-Burner, and 3 years of on-site service.

The digital camera (CanonPowerShot G5) was selected based on conversations with the computer consultant, Maine Historical Society's Maine Memory Network staff, on-line comparisons, and hands-on inspection.

Other

The estimate for acid-free paper is based on the possibility that new collections forms will need to be created for the inventory and data-entry process. Prices were obtained from the 2003/4 University Products catalog.

The price of compact discs (for backup and images) was based on a national office supply catalog.

The additional memory for the existing computer was recommended by the computer consultant.